

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HNALL 13/36**

**OPEN TO:** All Vietnamese Citizens

**POSITION:** **Computer Management Assistant (LAN), FSN-8**

**OPENING DATE:** October 30, 2013

**CLOSING DATE:** November 20, 2013

**WORK HOURS:** Full-time, 40 hours/week

**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds.

U.S. Agency for International Development (USAID) office in Hanoi is seeking an individual for employment for the position of Computer Management Assistant in its Administrative Office.

**BASIC FUNCTIONS OF THE POSITION**

The Computer Management Assistant (LAN) is an information technology coordinator for the USAID/Vietnam office. Under the supervision of the Executive Officer, s/he is responsible for providing support services to USAID's operations in Vietnam. This includes user/desktop support and training; support of Windows based servers, desktop PCs and other mobile equipment; software installations and troubleshooting; security vulnerabilities management using approved tools; applications support and development; and management of network devices and telecommunications. S/He also assists the Executive Office in planning for, procuring, installing and maintaining new software, hardware, and other ancillary equipment.

Please contact the Human Resources Office at 3850-5000 Ext. 5126/Ext. 5127 for further inquiries.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Bachelor Degree in Computer Science or Information Systems Management is required.
- 2. Experience:** Must have at least four years professional experience in computer applications and in the design, operations, implementation, and maintenance of Windows systems and Networking.
- 3. Language:** Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.
- 4. Knowledge:** Must have sound knowledge of Windows Server, Microsoft Exchange, Windows for desktop, security implementation, network devices management and telecommunications; sound knowledge of standard business work processes, management principles and fault resolution techniques.
- 5. Abilities and Skills:** Must be competent in managing computer systems with emphasis on systematic and innovative problem solving and able to identify and analyze users requirements. Excellent interpersonal skills, adaptability and ability to complete assigned tasks with minimum supervision. Demonstrated commitment to continuous learning and ability to keep abreast of new developments in the field of information technology is required.

**ADDITIONAL SELECTION CRITERIA**

Please see post eligibility & qualification requirements on the bulletin board in Human Resources Office or on the Embassy website <http://vietnam.usembassy.gov>

## HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174). Candidates may also send a current résumé or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://vietnam.usembassy.gov>;

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

## SUBMIT APPLICATION

Applications should be submitted through email to the address: [HanoiHR@state.gov](mailto:HanoiHR@state.gov)

Subject line must be: **(HN VA 13/36)** or your application may not be considered.

Please use the online application form [DS-174](#). If you are unable to use the online form, you may download the PDF form [DS-174](#).

We will only accept applications by email. If you encounter a problem, please call Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127. Please do **NOT** attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174.

## POINT OF CONTACT:

Human Resources Office

Telephone: 84-4-3850-5000 ext. 5126 or 5127

Fax: 84-4-3850-5019

## CLOSING DATE FOR THIS POSITION: NOVEMBER 20, 2013

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)